

**PHILIP MORRIS MANAGEMENT CORP. INTER-OFFICE CORRESPONDENCE**

P. O. BOX 26603, RICHMOND, VA 23261

**TO:** Steve Parrish  
**FROM:** Loreen McAlpin *(initials)*  
**RE:** December's Monthly Report

**DATE:** January 5, 1993

The following is an outline of activities performed during the month of December:

1. Reviewed scientific meetings calendar received from L. Zahn, TI and C & B. Added appropriate meetings of interest to our calendar.
2. Reviewed bibliography received from S & T Neuchatel.
3. Attended staff meeting in New York.
5. Continued conversations with Mike Salvarezza, NY IS regarding computer move to R & D and the connection of the network to New York's backbone.
6. Continued conversations with M. Del Priore, NY IS, regarding the origination of two bulletin boards, project should be completed and ready for use sometime during 1/93.
7. Reviewed Current Contents on Diskette for the month of December. Routed findings to staff and ordered appropriate papers.
8. Sent J. Koska, SH&B, newly published papers regarding ETS for their bi-monthly publication.
9. Entered and keyworded 79 papers to the ETSLIT database.
10. Participated in video conference call between Neuchatel-Richmond and New York.
11. Upgraded all computers in Scientific Affairs to System 7. Coordinated this upgrade with B. Small, NY IS.
12. Met with Paul Nunnally, R&D CAD, to coordinate computer move to R & D.
13. Wrote memo distributing documents from C & B: *Pediatrics* article on SIDS, Tabulated meta-analysis of the US spousal smoke exposure epidemiologic studies prepared by M. Layard and a letter written to *Tobacco Control* in response to Repace and Lowrey.
14. Assisted in Brownson letter mailing.

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15. Spoke with C. Owens, Richmond Technical Training Center regarding the placement of a disclaimer on the "Borelli" video. Obtained master from L. Velenovsky, Burson Marsteller, and forwarded to C. Owens. Project should be completed this month.
16. Sent D. Keane "Advantages for New Tracking System."

cc: R. Pages

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